

# Carleigh Nobles

## Mac Introduction Notes

### Logging In:

- First initial, last name and "hjhawks" or possibly last name, first initial and hjhawks.
- Save all your work in the **network folder**. (these files are backed up, you can access them from anywhere at school, you may have files on a flash drive too)

### **Your network Folder:**

- Generally will use "save as"
- Click on finder.
- Go to your name under "shared" and PIT folder.
- "Save"

### **Where do the Downloads Go?**

- When you select a file from your wiki to download it disappears, sort of.
- Settings changed on these computers.
- After the download shows up and disappears: click on finder, click on your house icon, open the "downloads" folder, and delete the files when done.

### **Important Key Commands.**

- Volume and mute
- Different from windows and a mac laptop.
- Control vs. Command (apple)
- Shortcuts same except.... Wiki for shortcuts. Everyone can add too
- USB ports on back. (keyboard may not work)
- Mac=MacIntosh=apple=iTunes=ipod
- The parts, that's it.

### **Finder=My Computer**

- Click on "Finder". Go to the top left and click on the yellow "-" to minimize.

- Open it again by clicking on it at the bottom right of your screen.
- The green "+" makes the window full screen.
- You can resize the window using the size control at the bottom right.

## **Closing and Roller Ball**

- Applications close with the red "X" at the top left.
- Try out the roller ball on your mouse to scroll up and down.
- Push the two buttons on the sides of your mouse at the same time. This shows you all of the windows that are open. (If you have more than one app running).

## **Common Icons**

- Top left of the finder window has left and right arrows for going back.
- Nest is a set of four icons. Try these out.
- Cover flow is great for iTunes and photos but the third is best for documents.
- Eye is a preview or "space bar"
- Sun has a down arrow for several options.

## **Organizing and More Icons**

- Click on the down arrow by the "sun" icon.
- Decide how you want to organize our files. You MUST have a system!
- The first new folder you should create should be "HJISD Docs" in your name folder. Use this for all your subjects.
- Create "new folders" to organize your classes and documents.

## **Other Options**

- Also under the "sun" down arrow options is "get info".
- "get info" is the same as "properties" on a Windows computer.
- File size, type, date and more.

### **Closing Apps**

- Open "Excel"/

- Click on the name of the open application and select “quit” to get out of the software or it will stay open at the bottom or right click on the icon at the bottom and select “quit”

**IMPORTANT:** if you loose your work, I cannot grade it. Its your responsibility to save and keep up with your own work.

### **FILE FORMATS FOR SAVING:**

- Microsoft Office 2008 for Mac.
- Save format has “x” at the end. (docx, pptx, xlsx, etc.)
- Fire formats will go forward not backwards.
- Save your files without the “x”. (doc., ppt., xls., etc.)
- Each software has a default “save” option you can set to be without the “x”.

### **USING THE FLASHDRIVE:**

- To save to a flash drive, open the file you need and “save as” to the flash drive listed under “devices”.
- OR, open two “finder” windows and drag or copy/paste the file to the flash drive.

### **EJECTING DEVICES:**

- **IMPORTANT:** always “eject” a device before unplugging it.
  - click on the triangle by the device name, or
  - drag the icon of the device on the desktop to the trash can, or
  - right click on the device on the desktop and select “eject”

### **CD’S and DVD’s:**

- These computers play Cd’s and DVD’s but they will not burn either.
- Always insert the disc with the label facing you.
- Use the “eject” button at the top right of your keyboard to get the disc out.

## **FILE ORGANIZING TIPS:**

- If you want to organize and move your files around, you can open two "finder" windows at a time.
  - click on "finder"
  - select "file", "new finder window" from the menu at the top.
  - go to the two different locations you want to move files between.

## **I CAN'T FIND MY FILE:**

- Try opening the software, like word, and select "file", "open recent". It will show you the most recent files you have worked on.
- Open "finder" and click on the "date" title.

## **SEARCH AND HELP OPTIONS:**

- The magnifying glass at the top right is the search option.
- It does math, gives definitions and also has a thesaurus.
- Each software and the Mac overall has a "help" option. They are much more useful than the windows help choices.

## **RIGHT CLICKS ON A MAC:**

- The first time you use a Mac computer, you have to hold down "Ctl" (control) and click the mouse to right click
- You have to set it on each Mac you use.
  - System preferences (like my computer)
  - Keyboard/mouse
  - Set the right to "secondary click"
  - You may also set speeds here.
  - There's no save, just close the window.

## **FORCE QUIT AND LOGGING OUT:**

- Macs can run more than one thing at a time but occasionally an app will lock up.
- Click on the Apple and select "force quit"
- At the end of class each day, click on the apple and select "log out"
- We rarely "shut down" the Macs

## **COMMON MAC "FREEZERS"**

- Selecting a background that changes pictures.
  - Streaming music from the internet (which you are NOT to do anyway)
- only mp3 players are allowed
- you may Not upload your music to the computer either

## **MAC SHORTCUTS WIKI:**

- Go to your wiki
- Click on "my wikis" at the top.
- Type "macshortcuts"
- Join this wiki
- Add common shortcuts as you find them